

# **Meet Manager Zone Entry Program**

**Version 1.93**

**User Guide**

**September 2023**

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# 1 Introduction

The “Meet Manager Zone Entry Program” was developed to facilitate the transfer of athlete Zone Championship entries to the ACTIVEHY-TEK Meet Manager system.

## 1.1 Assumptions

This User Guide assumes that the user is competent in the use of a Personal Computer, the basics of Microsoft Windows operating systems and Microsoft Excel.

It also assumes that Meet Manager has been configured for the Zone Championships and is ready to accept athlete entries.

## 1.2 Hardware And Software Requirements

The program requires Microsoft Excel and can be used on any Personal Computer capable of running this software.

## 1.3 Nomenclature

Several font colours are used in the system. These assist with reading and interpreting cell contents.

Black Font	Static Entry - Cell value never changes.
Blue Font	Dynamic Entry - Value in the cell can be altered by the user.
Green Font	Hyperlink – Cell contains a hyperlink.
Red Font	Formula – Cell contains a formula which can only be altered by the program.

## 1.4 Limitations

This “Meet Manager Zone Entry Program” must be run in Microsoft Excel. It will not function correctly with any other software. Do not use OpenOffice Calc or StarOffice Calc with this file!

The program can support a maximum of forty (40) athlete entries per Age Group. Should the number of entries exceed this value it is a simple matter to create multiple import files for Meet Manager.

It should be noted that Copy, Cut, Paste and Drag-and-Drop editing have been disabled because these functions circumvent data validation.

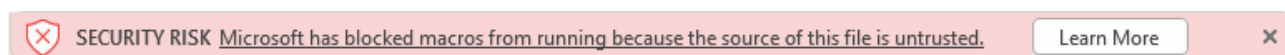
The program does not support “seeding”.

## 1.5 Recommendation

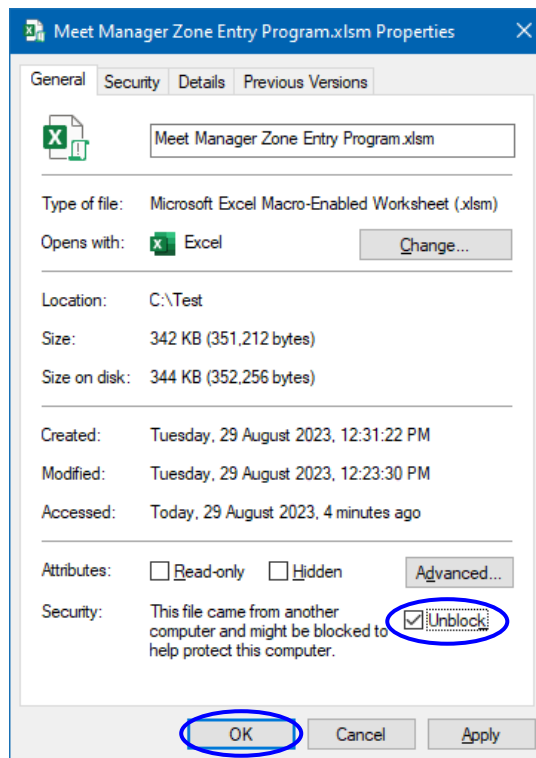
It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator to correct any exceptions (errors) detected during the Meet Manager import process.

## 1.6 WARNING - Emailing The Program

The program is an Excel file that contains "macros" which are essentially bits of computer code written in Visual Basic for Applications. Historically "macros" have been vehicles for malware. To improve security in Office, Microsoft has changed the default behaviour of Office applications to block macros in files from the internet. With this change, when users open a file that came from the internet, such as an email attachment, and that file contains macros, the following message will be displayed:



To allow the macros to run simply save the file locally and select the “Unblock” checkbox on the General tab of the Properties dialog for the file as shown below.



## 1.7 Problems

Although every effort has been made to ensure the program performs correctly problems may occur. If you have a problem, please consult this manual first. If you cannot resolve your problem, check that you have the latest version of the program via the hyperlink on the “Main” worksheet. If you are still unable to resolve your problem, contact Little Athletics NSW.

Email: admin@lansw.com.au

## 2 Installation And Removal

### 2.1 Installing The Program

The program is installed simply by copying the Excel file “Meet Manager Zone Entry Program.xlsm” to any Folder on the PC.

### 2.2 Removing The Program

The program is removed simply by deleting the Excel file “Meet Manager Zone Entry Program.xlsm” from the relevant Folder on the PC.

## 3 System Overview

### 3.1 Microsoft Excel

The program uses Microsoft Excel. You must have, as a minimum requirement, Microsoft Excel 2007 to use the program. The program will function on all later releases of Microsoft Excel.

### 3.2 Workbook Structure

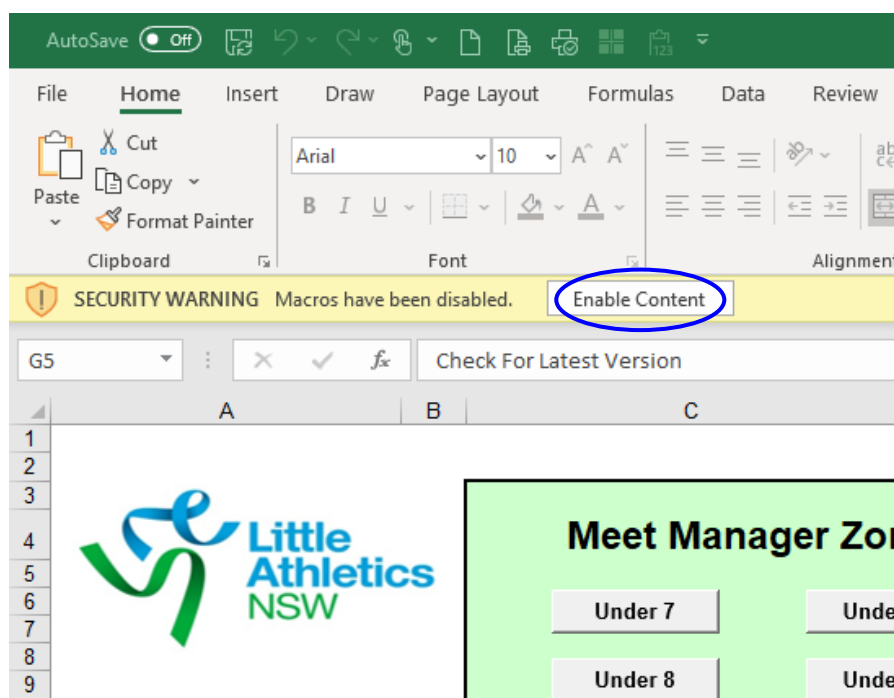
The Microsoft Excel workbook (file) “Meet Manager Zone Entry Program.xls” consists of fourteen (14) worksheets. The workbook and each worksheet are protected so that they cannot be inadvertently altered.

- The worksheets are:
- |         |                  |
|---------|------------------|
| 1. Main | 8. U13           |
| 2. U7   | 9. U14           |
| 3. U8   | 10. U15          |
| 4. U9   | 11. U17          |
| 5. U10  | 12. Lookup Table |
| 6. U11  | 13. Sample       |
| 7. U12  | 14. Versions     |

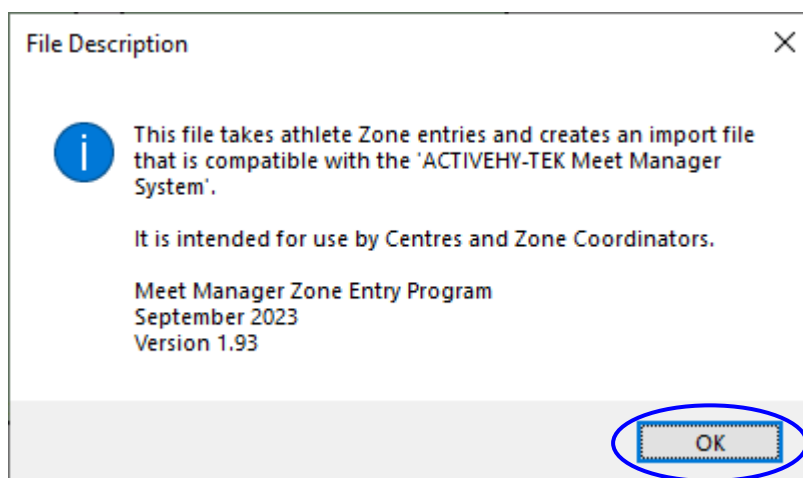
## 4 System Operation

### 4.1 Start The System

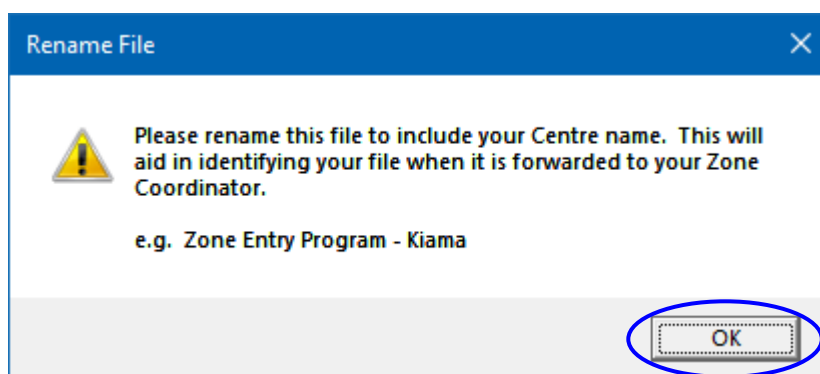
Simply opening the Microsoft Excel file “Meet Manager Zone Entry Program.xlsm” starts the system. If Microsoft Excel has macro security set a warning will be displayed. The warning will vary depending upon the version of Microsoft Excel you are using. The following steps relate to Microsoft 365 Excel.



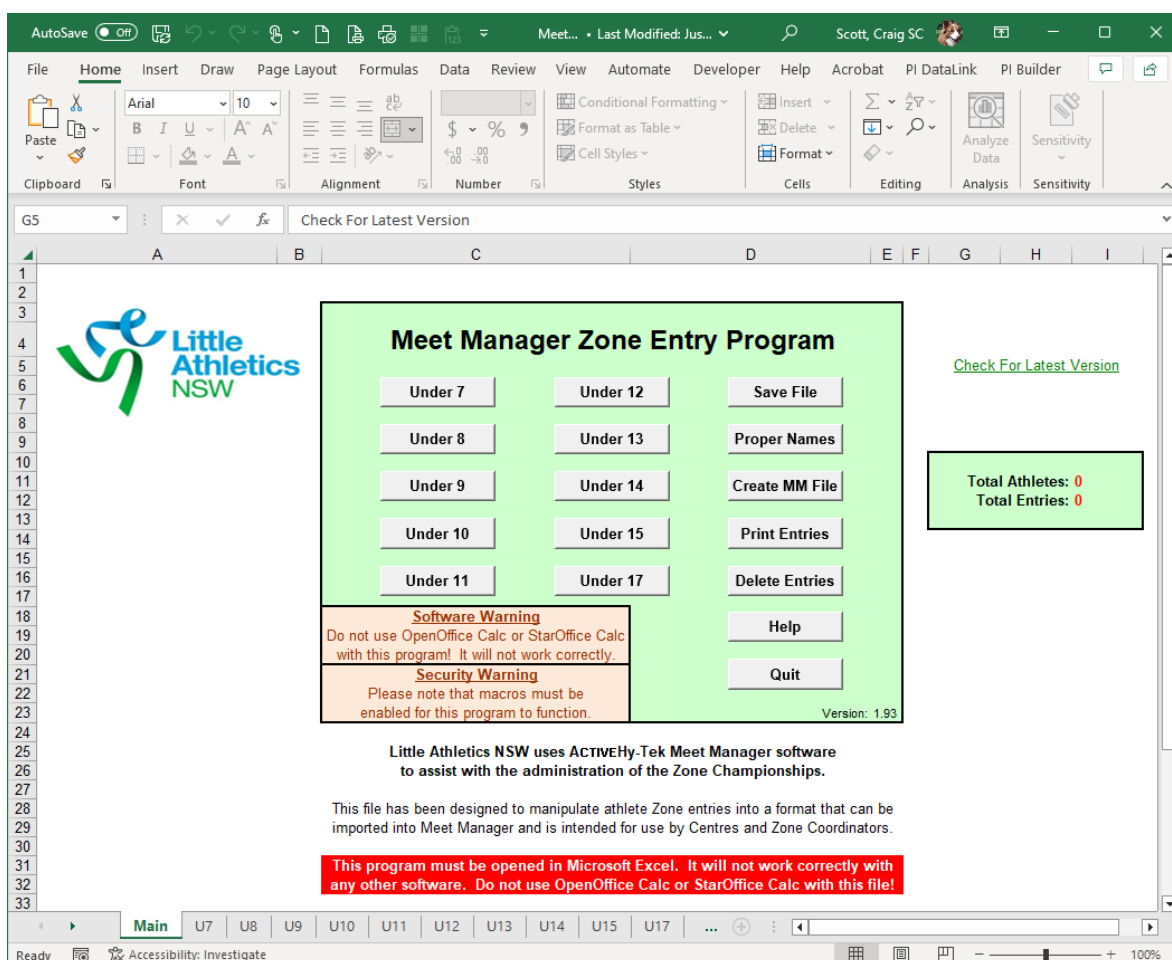
Select “Enable Content”.



Select “OK” to acknowledge the message and a second message will be displayed.



Select “OK” to acknowledge this message and the “Main” worksheet will be displayed.



#### 4.1.1 Main Worksheet

This worksheet contains the controls (Buttons) that run the various functions (Macros). It also contains basic instructions for the program, the total number of athletes and event entries in the file and a hyperlink to check for the latest version. It should be noted that athletes are only included in the count once they are entered in at least one event.

##### 4.1.1.1 Under 7, 8, 9, 10, 11, 12, 13, 14, 15 And 17 Buttons

These macros display the relevant Age Group worksheet and select the next empty row for data entry.

##### 4.1.1.2 Save File Button

This macro saves the file.

#### **4.1.1.3 Proper Names Button**

This macro converts all athlete's "Given Names" and "Surnames" to proper case. (e.g. craig or CRAIG to Craig.) Note that only the first letter will be converted to upper case. (e.g. mcgrath to McGrath, parker-bowles to Parker-bowles) Names with more than one upper case letter will need to be updated manually. (e.g. McGrath to McGrath, Parker-bowles to Parker-Bowles)

#### **4.1.1.4 Create MM File Button**

This macro should only be run by the Zone Coordinator.

It performs a check to ascertain if the file is saved on a local Drive. This check is carried out because it is much easier to create and save the Meet Manager file to a local Drive than an online location such as OneDrive. If the file is not saved locally execution is terminated and a pertinent message is displayed.

It also performs a check to ascertain if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file. Should such athletes be found execution is terminated and a pertinent message is displayed containing the relevant details.

The macro creates a text file containing all athletes Zone entries in the same Folder that the program is located in. This text file is compatible with the Meet Manager entry import function. The file name is dependent upon the number of Centres contained in the program. If there are only Zone entries from one Centre in the program the file name will be "Centre\_Centre Number.txt". (e.g. Centre\_114.txt) If the program contains Zone entries from multiple Centres the file name will be "Zone.txt". In either scenario should the file already exist a pertinent message is displayed, warning that the existing file will be overwritten, and the user is given the option to terminate the macro. A count of athletes and entries is undertaken during creation of the text file. Totals are then compared against expected totals. If discrepancies exist a pertinent warning message is displayed. A message box containing relevant details, including the total number of athletes and event entries, is displayed informing the user when macro execution has completed successfully.

Prior to creating the Meet Manager import file a check is performed on the number of events each athlete is entered in. Should this number exceed the maximum permitted value for any athlete execution is terminated and a pertinent message is displayed containing the relevant details.

It is recommended that the Meet Manager Zone Entry Program be forwarded to the relevant Zone Coordinator as is. The Zone Coordinator can then generate the Meet Manager import file. This allows the Zone Coordinator to correct any exceptions (errors) detected during the Meet Manager import process.

#### **4.1.1.5 Print Entries Button**

This macro allows the user to print the Zone entries to screen or hard copy. Each Age Group's header is dynamically updated based upon the number of Centres contained in the program. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".

#### **4.1.1.6 Delete Entries Button**

This macro deletes all athlete entries from the U7 to U17 worksheets.

#### **4.1.1.7 Help Button**

This macro displays a message box containing relevant help details and the version of the program.

#### 4.1.1.8 Quit Button

This macro exits the system and gives the user the opportunity to save the file if it has not been saved.

#### 4.1.1.9 Check For Latest Version Hyperlink

This hyperlink takes you to the Little Athletics NSW website where the latest version of the program and this User Guide are available for download.

#### 4.1.2 U7, U8, U9, U10, U11, U12, U13, U14, U15 And U17 Worksheets

These worksheets are designed to accept athlete Zone Championship entries. They also display the number of athletes and event entries in the respective Age Groups. It should be noted that athletes are only included in the count once they are entered in at least one event.

The screenshot displays the 'Meet Manager Zone Entry Program.xlsm' spreadsheet. The 'U7 Athletes' worksheet is active, showing a table of athlete entries. The table has columns for Rego. No., Given Name, Surname, Centre Number, Centre Name, Centre Abbrev., Gender (M/F), Age Under, and various events (50m, 70m, 100m, 200m, Pack Start, Long Jump, Discus, Shot Put). The table is filtered to show athletes from Centre 114 (Kiama). The status bar at the bottom indicates the current sheet is 'U7'.

Rego. No.	Given Name	Surname	Centre Number	Centre Name	Centre Abbrev.	Gender (M/F)	Age Under	50m	70m	100m	200m	Pack Start	Long Jump	Discus	Shot Put
201	Jamie	Sommers	114	Kiama	KIA	F	7		X	X	X				
202	Mary	Moore	114	Kiama	KIA	F	7		X	X					
203	Ruby	Riddell	114	Kiama	KIA	F	7			X			X		
204	Carly	Copeland	114	Kiama	KIA	F	7				X	X	X		
205	Marie	Curie	114	Kiama	KIA	F	7		X			X	X		
206	Marjorie	Jackson	114	Kiama	KIA	F	7	X	X	X					X
207	Debbie	King	114	Kiama	KIA	F	7				X			X	X
208	Angela	Bishop	114	Kiama	KIA	F	7	X	X				X		X
209	Amanda	Jones	114	Kiama	KIA	F	7			X	X	X			
210	Lana	Turner	114	Kiama	KIA	F	7	X					X		
211	Jean	Simmons	114	Kiama	KIA	F	7	X	X	X					
212	Steve	Austin	114	Kiama	KIA	M	7	X	X						
213	Reed	Richards	114	Kiama	KIA	M	7			X	X	X			
214	Clarke	Kent	114	Kiama	KIA	M	7		X	X					X
215	Bruce	Wayne	114	Kiama	KIA	M	7				X	X			
216	Richard	Grayson	114	Kiama	KIA	M	7	X	X	X			X		
217	Martin	Riggs	114	Kiama	KIA	M	7						X	X	
218	Ben	Browder	114	Kiama	KIA	M	7				X	X		X	
219	Leroy	Gibbs	114	Kiama	KIA	M	7	X	X	X					X
220	John	Wayne	114	Kiama	KIA	M	7					X	X		
221	Stewart	Grainger	114	Kiama	KIA	M	7	X		X					
222	Eric	Morecombe	114	Kiama	KIA	M	7							X	X

#### 4.1.2.1 Main Button

This macro displays the "Main" worksheet.

#### 4.1.2.2 Print Button

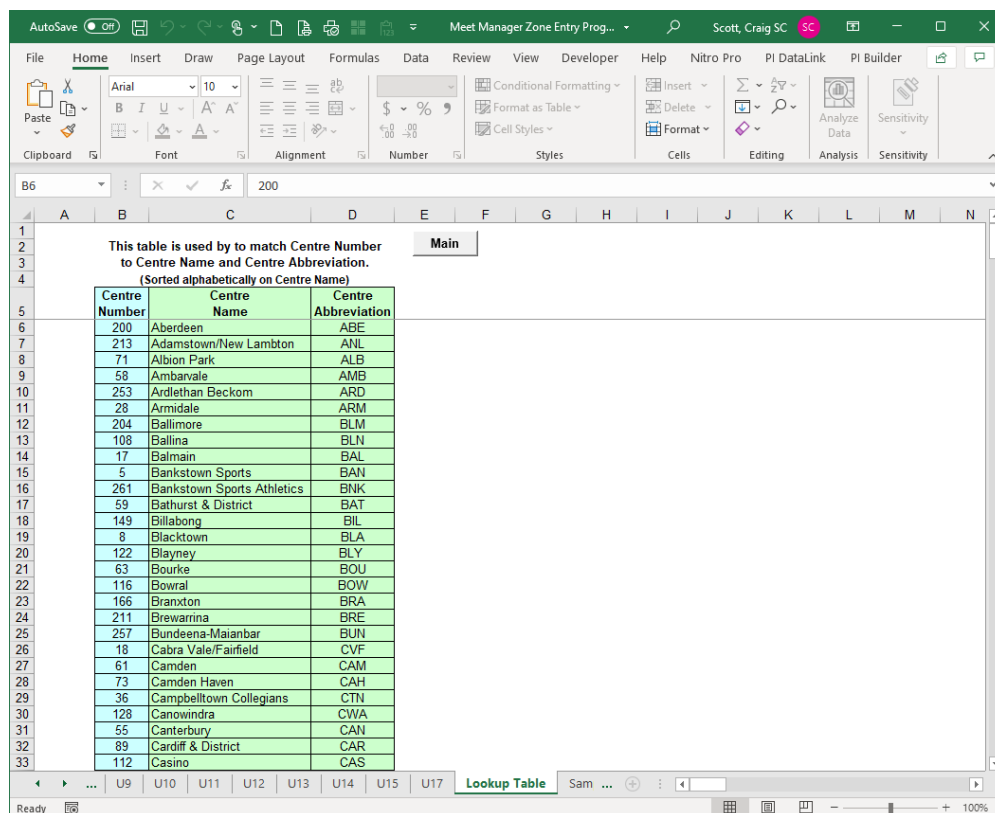
This macro allows the user to print the current Age Groups Zone entries to screen or hard copy. The Age Group header is dynamically updated based upon the number of Centres contained in the current Age Group. If there is only one Centre the header will read "Zone Entries – Centre Name Centre". (e.g. Zone Entries – Kiama Centre) If there are multiple Centres the header will read "Zone Entries - Multiple Centres".



### 4.1.3 Lookup Table Worksheet

This worksheet contains a table of Centres that is used by the "U7" to "U17" worksheets to match Centre Number to the corresponding Centre Name and Centre Abbreviation.

It also contains formulae that are used to determine if there are athletes with the same name and gender from the same Centre. This check is necessary because Meet Manager cannot distinguish between such athletes when importing via a semi-colon delimited text file.



The screenshot shows the 'Main' worksheet in an Excel application. The worksheet contains a table with three columns: 'Centre Number', 'Centre Name', and 'Centre Abbreviation'. The table is sorted alphabetically by Centre Name. The data is as follows:

Centre Number	Centre Name	Centre Abbreviation
200	Aberdeen	ABE
213	Adamstown/New Lambton	ANL
71	Albion Park	ALB
58	Ambarvale	AMB
253	Ardlethan Beckom	ARD
28	Armidale	ARM
204	Ballimore	BLM
108	Ballina	BLN
17	Balmain	BAL
5	Bankstown Sports	BAN
261	Bankstown Sports Athletics	BNK
59	Bathurst & District	BAT
149	Billabong	BIL
8	Blacktown	BLA
122	Blayney	BLY
63	Bourke	BOU
116	Bowral	BOW
166	Branxton	BRA
211	Brewarrina	BRE
257	Bundeena-Maianbar	BUN
18	Cabra Vale/Fairfield	CVF
61	Camden	CAM
73	Camden Haven	CAH
36	Campbelltown Collegians	CTN
128	Canowindra	CWA
55	Canterbury	CAN
89	Cardiff & District	CAR
112	Casino	CAS

#### 4.1.3.1 Main Button

This macro displays the "Main" worksheet.

### 4.1.4 Sample Worksheet

This worksheet has been included as an example of the athlete Zone Championship entry format and is intended as a visual guide only.

AutoSave on Meet Manager Zone Entry Program.xlsm - Last Modified: Yesterday at 8:40 PM - Craig Scott

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Nitro Pro PI DataLink PI Builder Search

Clipboard Font Alignment Number Styles Cells Editing Ideas

A4 201

U/9 Athletes Main Print Total Athletes: 22 Total Events: 61

Rego. No.	Given Name	Surname	Centre Number	Centre Name	Centre Abbrev.	Gender (M/F)	Age Under	70m	100m	200m	400M	800m	Hurdles	Walk	Long Jump
								70	100	200	400	800	60H	700W	LJ
201	Jamie	Sommers	114	Kiama	KIA	F	9		X	X	X	X			
202	Mary	Moore	114	Kiama	KIA	F	9			X	X				
203	Ruby	Riddell	114	Kiama	KIA	F	9				X		X		
204	Carly	Copeland	114	Kiama	KIA	F	9				X	X	X		
205	Marie	Curie	114	Kiama	KIA	F	9		X			X	X		
206	Marjorie	Jackson	114	Kiama	KIA	F	9	X	X	X					X
207	Debbie	King	114	Kiama	KIA	F	9				X			X	X
208	Angela	Bishop	114	Kiama	KIA	F	9								X
209	Amanda	Jones	114	Kiama	KIA	F	9								
210	Lana	Turner	114	Kiama	KIA	F	9	X							
211	Jean	Simmons	114	Kiama	KIA	F	9								
212	Steve	Austin	114	Kiama	KIA	M	9	X	X						
213	Reed	Richards	114	Kiama	KIA	M	9			X	X	X			
214	Clarke	Kent	114	Kiama	KIA	M	9		X	X	X	X			X
215	Bruce	Wayne	114	Kiama	KIA	M	9				X	X			
216	Richard	Grayson	114	Kiama	KIA	M	9	X	X	X			X		
217	Martin	Riggs	114	Kiama	KIA	M	9						X	X	
218	Ben	Browder	114	Kiama	KIA	M	9				X	X		X	
219	Leroy	Gibbs	114	Kiama	KIA	M	9								X
220	John	Wayne	114	Kiama	KIA	M	9						X		
221	Stewart	Grainger	114	Kiama	KIA	M	9	X		X					
222	Eric	Morecombe	114	Kiama	KIA	M	9								

This worksheet is an example of the format and is intended as a visual guide only.

U10 U11 U12 U13 U14 U15 U17 Lookup Table Sample Versions

Ready 100%

#### 4.1.4.1 Main Button

This macro displays the “Main” worksheet.

#### 4.1.5 Versions Worksheet

This worksheet is used for version control. It contains the version, date of release and a description of the changes made in the various versions of the system.

The screenshot displays the Microsoft Excel interface with the 'Main' worksheet selected. A table is visible in the center of the worksheet, detailing version updates. The table has three columns: 'Date', 'Version', and 'Description'. The status bar at the bottom indicates 'Ready' and 'Accessibility: Investigate'.

Date	Version	Description
4/09/2023	1.93	Error saving MM import file to OneDrive resolved. Centre details updated on Lookup Table worksheet. Valid Registration Number range adjusted on U7 to U17 worksheets.
20/10/2022	1.92	Valid Registration Number range adjusted on U7 to U17 worksheets.
23/09/2022	1.91	Valid Registration Number range adjusted on U7 to U17 worksheets. Message to assist with ascertaining Centre Number added. Centre details updated on Lookup Table worksheet. Centres sorted in alphabetical order on Lookup Table worksheet.
17/12/2021	1.90	Valid Registration Number range adjusted on U7 to U17 worksheets. Registration Number range adjustment methodology simplified.
8/11/2021	1.89	Valid Registration Number range adjusted on U7 to U17 worksheets.
22/10/2019	1.88	Valid Registration Number range expanded on U12 to U17 worksheets.
12/08/2019	1.87	Hurdles amended from 60m to 80m on U11 and U12 worksheets to comply with LAA event changes. Maximum number of events for U12 athletes increased from four (4) to six (6). Valid Registration Number range adjusted on U7 to U17 worksheets. "Check For Latest Version" hyperlink address amended to match new location on updated LANSW website. Centres updated on Lookup Table worksheet.
30/10/2018	1.86	Centres updated on Lookup Table worksheet.
13/09/2018	1.85	1500m removed from U10 worksheet. Valid Registration Number range updated on U7 to U17 worksheets. Centres

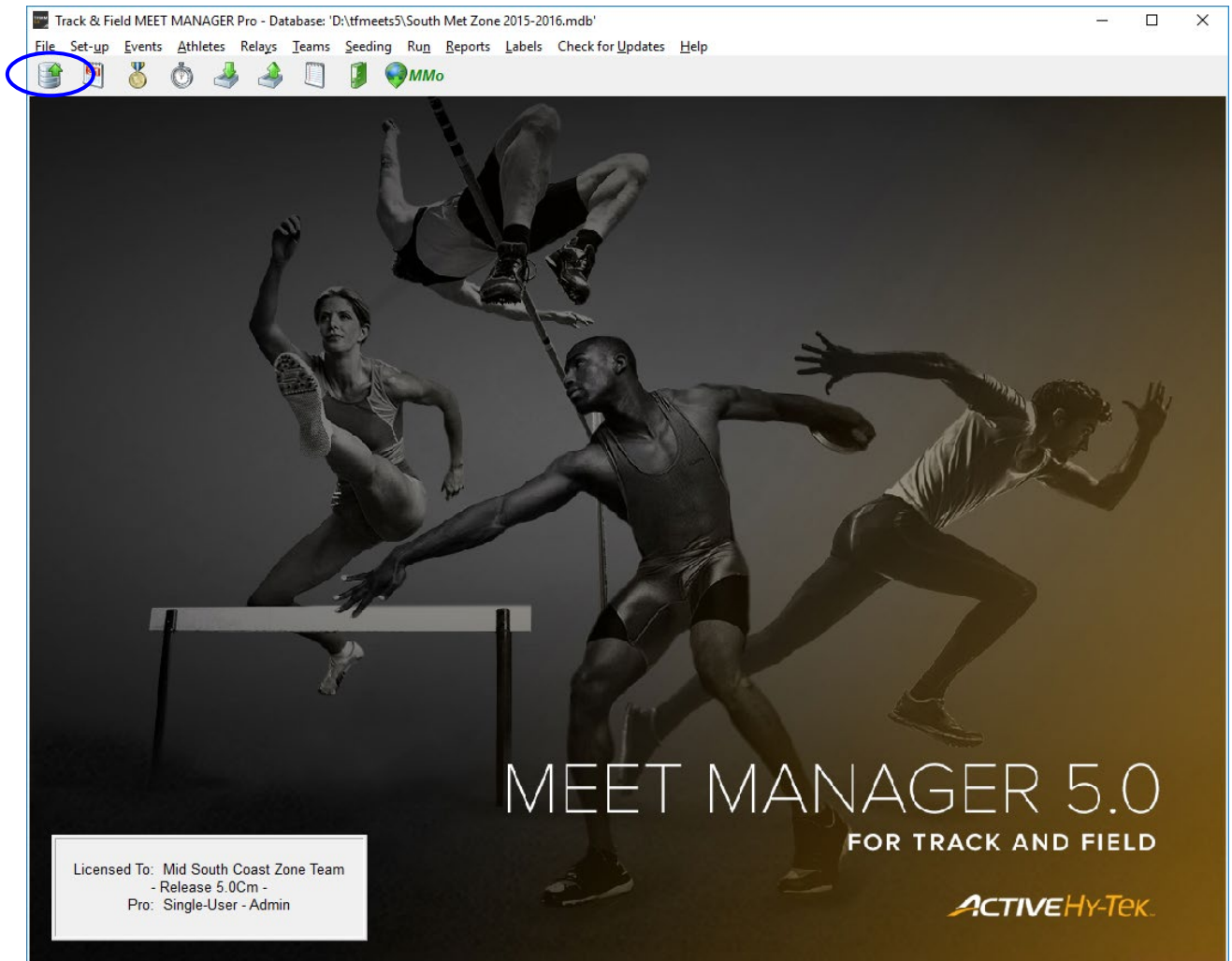
#### 4.1.5.1 Main Button

This macro displays the “Main” worksheet.

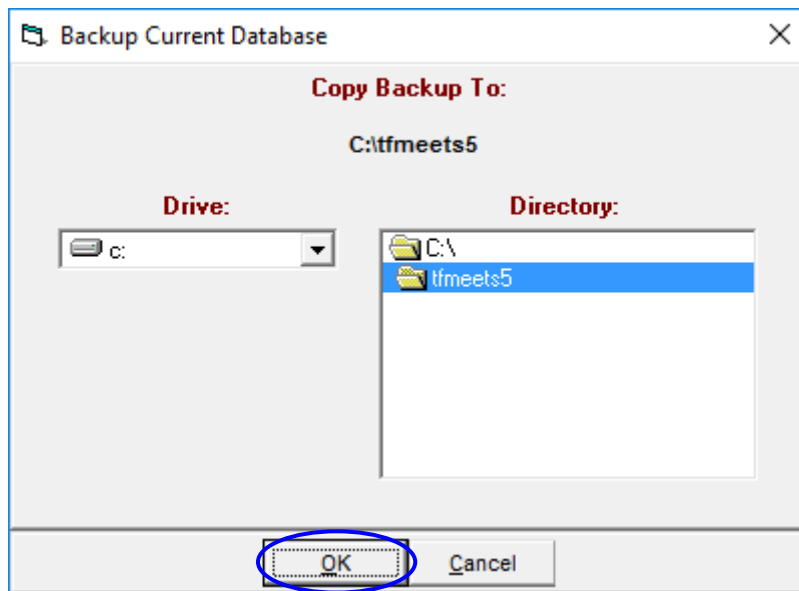
## 5 Backup Meet Manager Database

Prior to transferring Zone Championship entries into Meet Manager it is strongly recommended that a backup of the Meet Manager Database be made as follows:

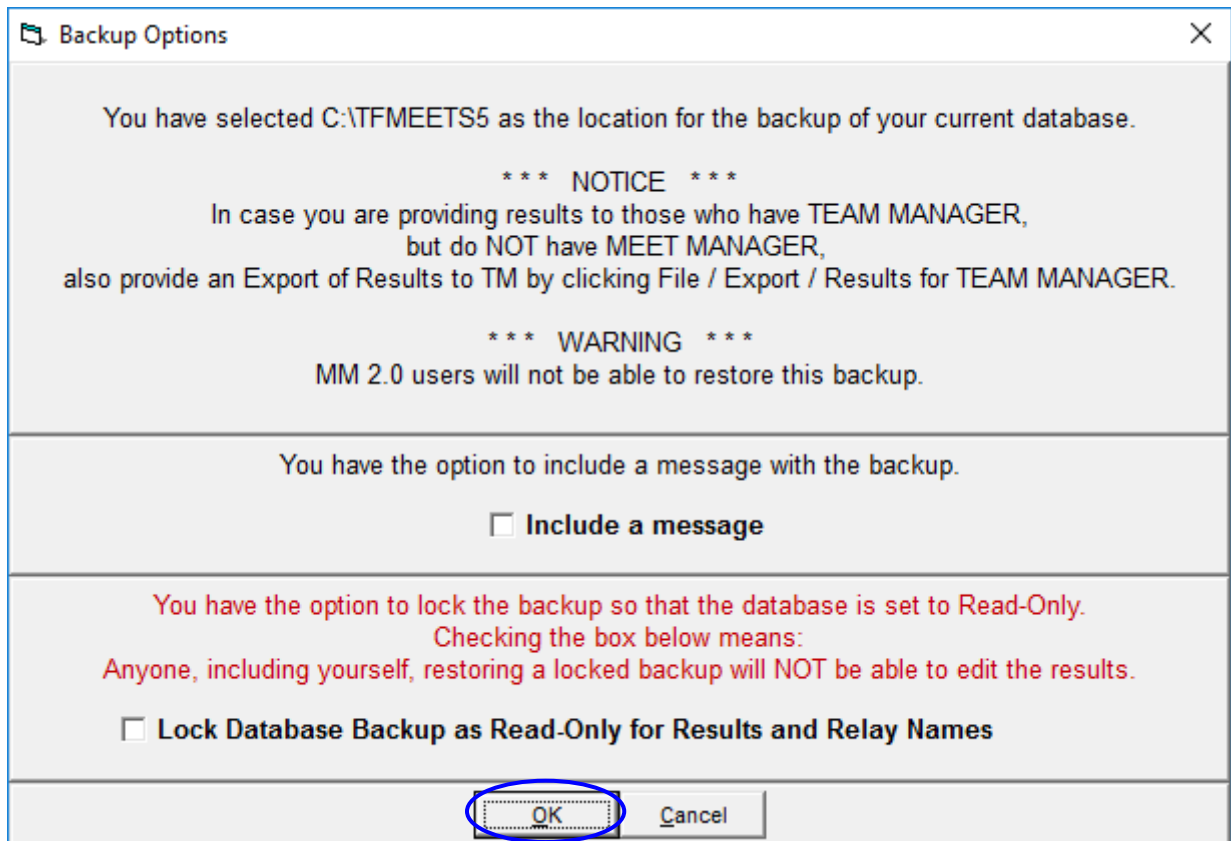
1. Open Meet Manager



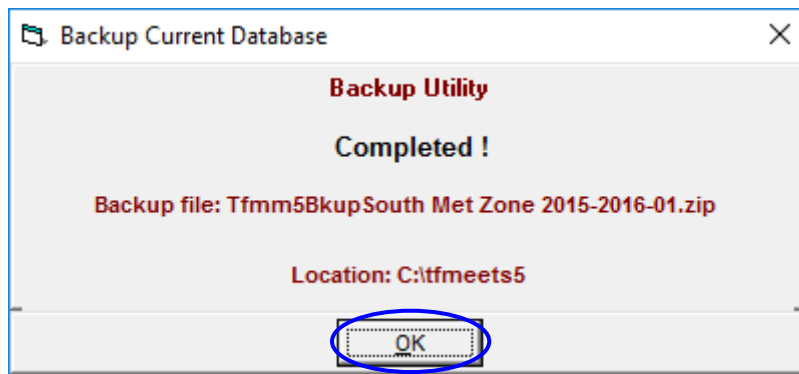
2. Select the "Backup" icon.



3. Select "OK".



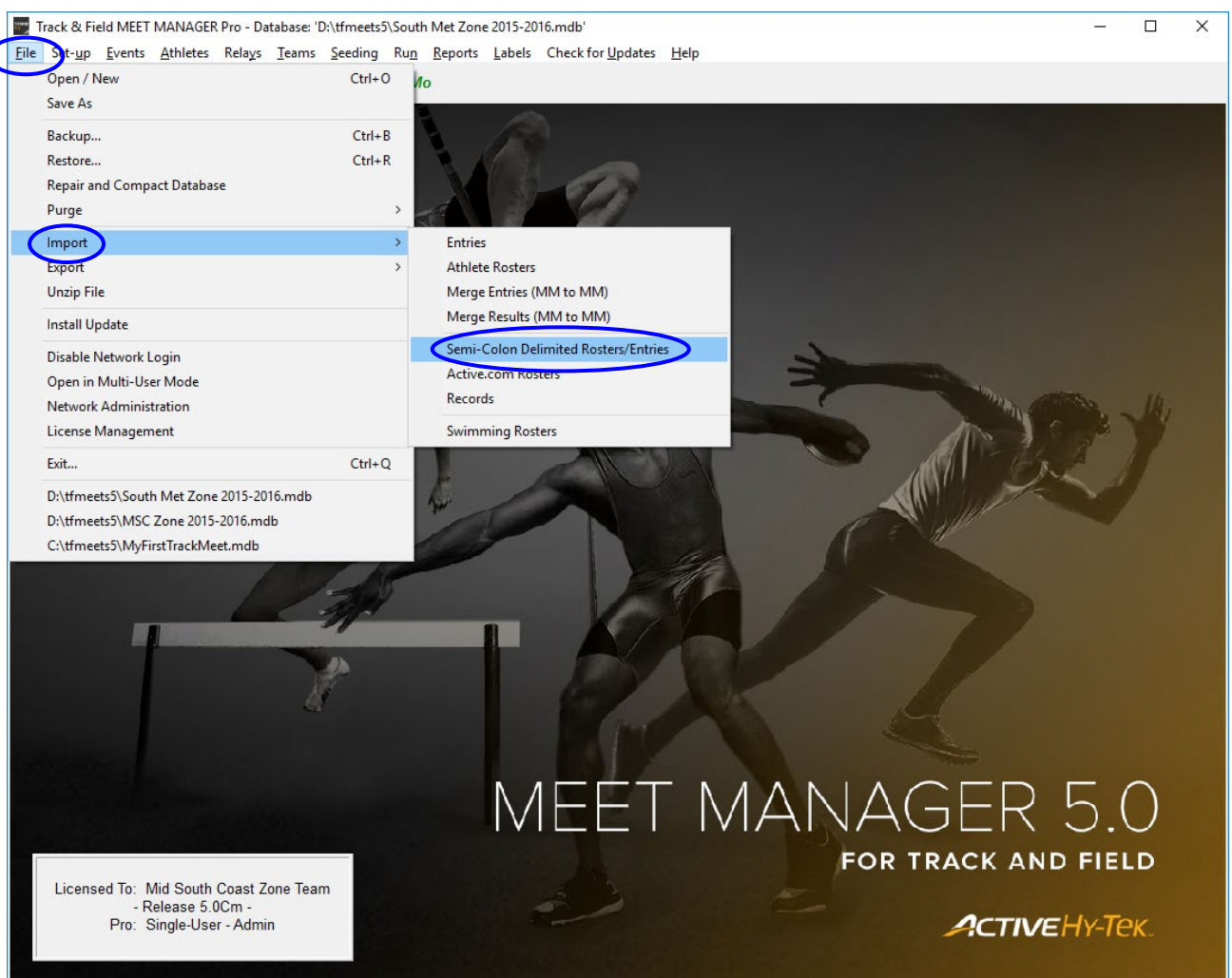
4. Select "OK".



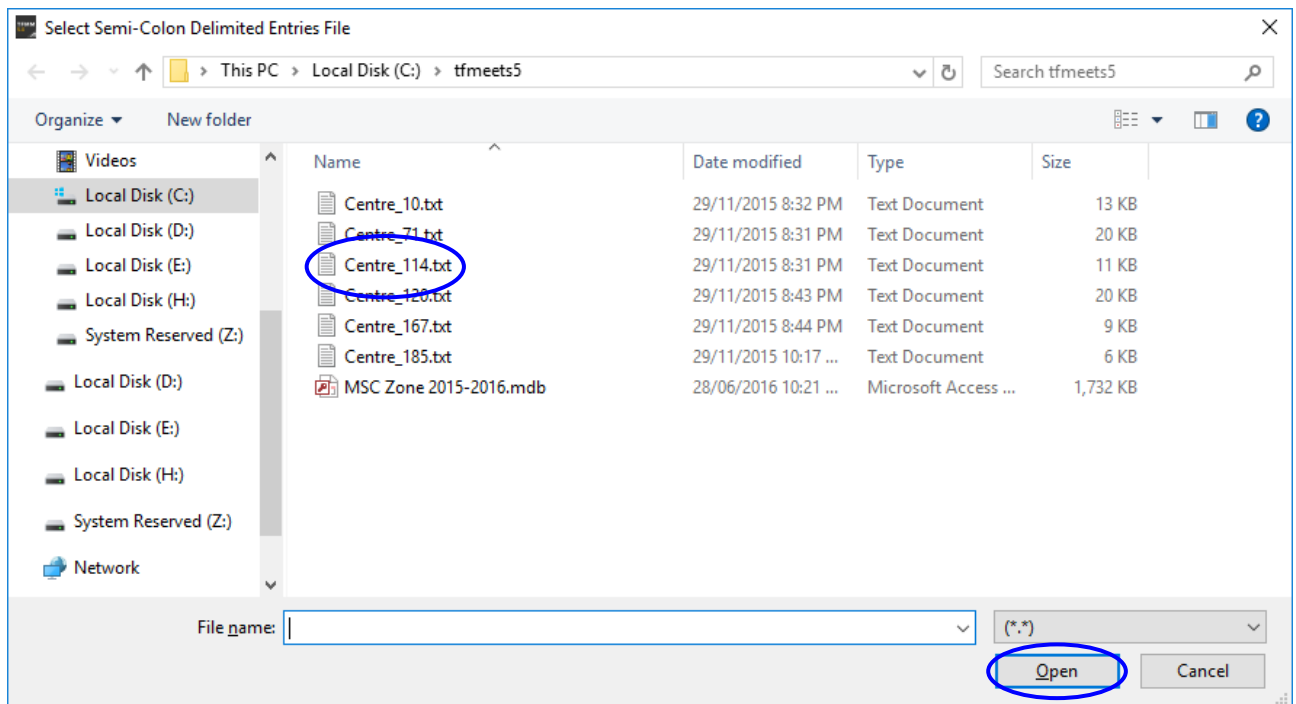
5. This message box contains the path and file name of the database backup. Note this information and select "OK".

## 6 Import Zone Championship Entries Into Meet Manager

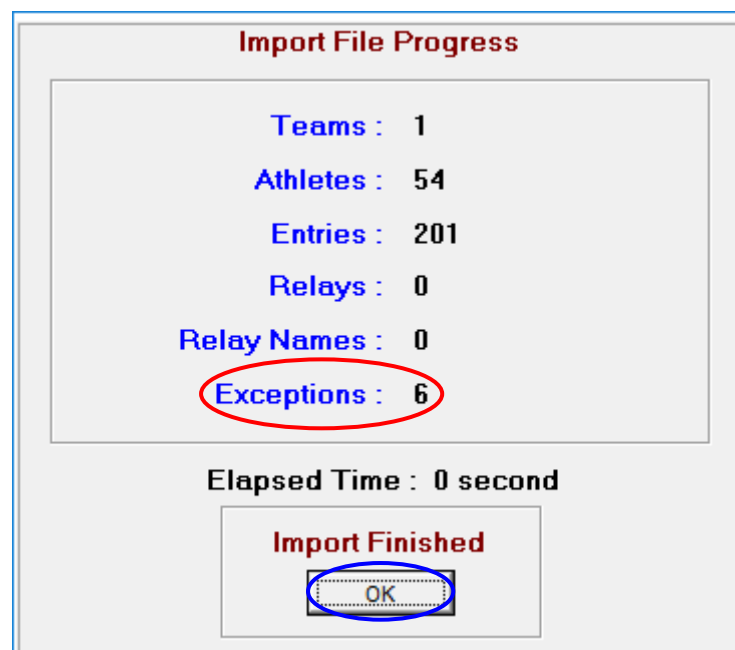
1. Open Meet Manager



2. Select "File", "Import", Semi-Colon Delimited Rosters/Entries

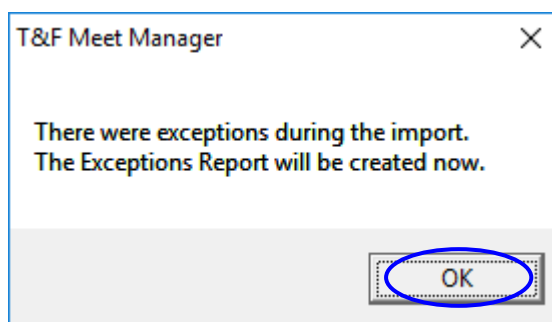


3. Navigate to the text file created by the "Meet Manager Zone Entry Program", highlight the file and select "Open".

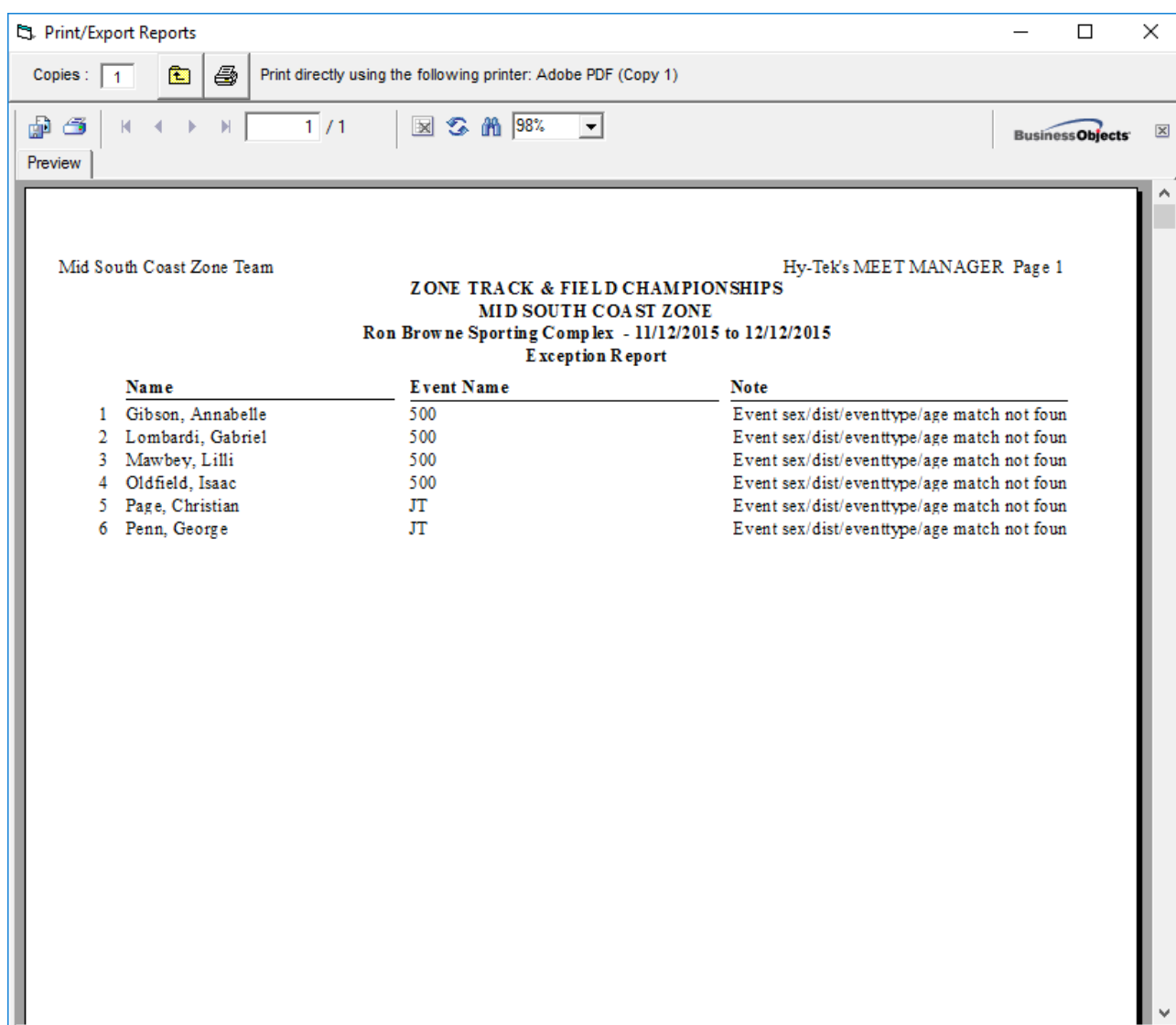


4. A message box is displayed containing details relating to the number of Athletes and Entries that were imported into the Meet Manager Database. Note this information and confirm it is correct. If no "Exceptions" have been encountered select "OK". The Zone Championship entries have been successfully imported into the Meet Manager Database.

5. If “Exceptions” have been encountered when “OK” is selected the following message box will appear.



6. Select “OK”.



7. The “Exceptions Report” is now displayed. This is a list of exceptions (errors) encountered during the import process which must be resolved. It is strongly recommended that this report be printed.